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### MINISTRY OF COMMERCE AND INDUSTRY

#### NOTIFICATION

#### CENTRAL SILK BOARD RULES

*New Delhi, the 23rd March 1955*

**S.R.O. 662.**—In exercise of the powers conferred by section 13 of the Central Silk Board Act, 1943 (LXI of 1943), and in supersession of the rules published under the Notification of the Government of India, in the late Ministry of Industry and Supply, No. 26(18)-Tex(2)/49, dated the 8th June, 1949, the Central Government hereby makes the following rules:—

1. **Short title.**—These rules may be called the Central Silk Board Rules, 1955.

2. **Definitions.**—In these rules, unless there is anything repugnant in the subject or context,—

- (a) "Act" means the Central Silk Board, Act, 1943 (LXI of 1943), as amended by the Central Silk Board (Amendment) Act, 1953 (XXXI of 1953);
- (b) "Chairman" means the Chairman of the Board;
- (c) "Vice-Chairman" means the Vice Chairman appointed by the Central Government under Section 6(1) of the Act;
- (d) "Secretary" means the officer appointed by the Central Government under Section 7 of the Act;
- (e) "Form" means a form appended to these rules.

3. **Filling in casual vacancy of a nominated member.**—(1) When a vacancy arises in the Board in any of the modes described in section 5(2) of the Act in respect of a member nominated by the Central Government or a State Government, the Secretary shall write to the Government entitled to nominate the member inviting a fresh nomination to be made within a period of two months from the date of posting of such invitation by registered post.

(2) Where any Government, other than the Central Government, fails to make a nomination, which it is entitled to make under sub-section (3) of Section 4 of the Act within two months from the date of posting of the letter inviting such a nomination, the Central Government may itself make the nomination in exercise of the powers conferred under Section 5(1) of the Act.

4. **Filling in casual vacancy of an elected member.**—When a member of the Board elected by Parliament dies, resigns, is removed, ceases to reside in India or becomes incapable of acting, the Secretary shall notify the vacancy to the Secretary of the Rajya Sabha or the Secretary of the Lok Sabha, according as the member, was elected by the former or the latter House of Parliament, with a request that a fresh election may be held as early as may be possible and the name of the elected member communicated to the Secretariat of the Board.

**5. Term of office of members.**—(1) Except as provided in sub-rule (2) or rule 8 every member of the Board shall hold office for a period of three years from the date of his appointment, nomination or election as a member of the Board under Section 4(3) of the Act:

Provided that the term of office of the members of the Board holding office immediately before the commencement of these rules, shall terminate on the 8th day of April, 1955.

(2) A person nominated to fill in a casual vacancy under sub-section (2) of Section 5 of the Act or who is elected under rule 4 shall hold office for so long only as the member whose place he fills would have been entitled to hold office if the vacancy had not occurred.

**6. Deputation on behalf of Central Government official nominated member.**—An official nominated by the Central Government under Section 4(3)(b) of the Act may depute any other official to attend any meeting of the Board or its committees or sub-committees on his behalf in case of illness or exigency of official work, and in relation to that meeting such deputed official shall have all the rights and privileges of a member.

**7. Resignation by members of the Board or the Standing Committee.**—(1) A member of the Board may resign his office by writing under his hand addressed to the chairman.

(2) A member of the Standing Committee may resign his office as such member of the Standing Committee by writing under his hand addressed to the Secretary.

**8. Termination of membership before the expiry of the term.**—(1) When a person is appointed or nominated as a member of the Board by virtue of an office held by him, his membership of the Board shall terminate when he ceases to hold that office and the vacancy so caused shall be deemed to have been filled by his successor to that office.

(2) A member of the Board elected by the Rajya Sabha shall cease to be a member of the Board on expiration of his period of office as member of the Rajya Sabha; and a member of the Board elected by the Lok Sabha shall cease to be member of the Board on the expiration of the duration of that House of Parliament or on its dissolution.

**9. Register of members.**—(1) The Board shall maintain a Register in which the name and address of each member of the Board shall be entered.

(2) If a member of the Board changes his address, he shall notify his new address to the Secretary; and the Secretary shall amend the relevant entry in the Register accordingly.

**10. Member going out of India.**—(1) Before a member of the Board leaves India he shall inform the Chairman of the Board and intimate to him the date of his departure and the date of his expected return to India.

(2) If he intends to be, or is actually, absent from India for a period longer than six months he shall tender his resignation unless the Chairman, at his discretion, allows him to continue as a member of the Board.

(3) If a member is continuously absent from India for a period longer than six months and has not obtained the Chairman's permission under sub-rule (2) above, the Central Government may remove him from membership of the Board.

**11. Member absenting himself from two consecutive meetings of the Board.**—Any member who without the permission of the Chairman absents himself from two consecutive meetings of the Board will be liable to be removed from membership of the Board by the Central Government.

**12. Removal of members.**—The Central Government shall remove a member from the Board—

(a) if he is an undischarged insolvent; or

(b) if he is convicted of any offence involving moral turpitude.

**13. Election of members of the Standing Committee.**—(1) The Chairman or in his absence the Vice-Chairman or in the absence of both the member presiding, shall at a meeting of the Board at which it is proposed to elect members of the Standing Committee under Section 6(2) of the Act, invite the members present to propose and second candidates from among the members of the Board for

election to the Standing Committee. A member whose name has been proposed by a member of the Board and duly seconded by another member will be a candidate for election to the Standing Committee provided that he has given his consent orally or in writing.

(2) If the number of candidates is less than or equal to the number of vacancies to be filled in all the candidates shall be declared elected to the Standing Committee.

(3) If the number of candidates exceeds the number of vacancies to be filled in, each member of the Board present at the meeting shall be given a ballot paper containing the names of all the candidates and he shall be required to cast his votes thereon in such manner as may be determined by the Board for as many candidates as there are vacancies to be filled in. Not more than one vote shall be given in favour of any one candidate. If any member votes for more candidates than there are vacancies or gives more than one vote in favour of any one candidate, all his votes shall be deemed to be invalid.

(4) The candidates getting the highest number of votes shall be declared at the meeting, or as soon thereafter as possible, as elected to the Standing Committee.

(5) In the case of an equal division of votes, the Chairman or in his absence the Vice-Chairman or in the absence of both the member presiding over the meeting, shall have a second or casting vote.

(6) If any question shall arise as to the validity of any election, it shall be referred to the Chairman whose decision in the matter shall be final.

(7) A member of the Standing Committee shall be a member thereof for one year or for so long he is a member of the Board, whichever period is less, but shall be eligible for re-election.

(8) In the event of a vacancy arising in the Standing Committee soon after the Annual General Meeting of the Central Silk Board in any year the Chairman may, at his discretion, request the Members of the Board by post to propose candidates from among the Members of the Board to fill up the vacancy.

**14. Maintenance of Offices.**—The Board shall maintain an office for the transaction of its business and may open branch offices, should necessity arise.

**15. Records of business.**—A record shall be maintained of all business transacted by the Board or by the Standing Committee.

**16. Meetings of the Board and the Standing Committee.**—Not less than one meeting of the Board and not less than two meetings of the Standing Committee shall be held in each financial year.

**17. Notice of meetings and list of business.**—(1) The Secretary shall decide in consultation with the Chairman or the Vice-Chairman the date, time and place of every meeting of the Board or of the Standing Committee. A notice of not less than 21 days from the date of posting shall ordinarily be given to every member for a meeting of the Board. A notice of not less than 10 days from the date of posting shall ordinarily be given to every member for a meeting of the Standing Committee. Such notice shall be sent to every member by registered post. A list of business proposed to be transacted shall accompany the notice. If it is necessary to convene an emergency meeting of the Board or of the Standing Committee, at least one week's notice shall be given to each member of the Board or the Standing Committee, as the case may be.

(2) No business other than that for which a meeting is convened shall be considered at the meeting except with the permission of the Chairman or in his absence the Vice-Chairman or in the absence of both the member presiding over the meeting.

**18. Provision for presiding over meetings.**—The Chairman or, in his absence, the Vice-Chairman shall preside over the meetings of the Board or the Standing Committee. In the absence of both, the members present shall elect one amongst themselves to preside.

**19. Quorum for meetings.**—(1) Twelve members shall form the quorum for meetings of the Board and three members shall form the quorum for meetings of the Standing Committee.

(2) If at any meeting there is not sufficient number of members present to form the quorum, the Chairman or in his absence the Vice-Chairman or in the absence of both the member presiding may adjourn the meeting to a date not later than 7 days from the date of the adjourned meeting and it shall thereupon be lawful to dispose of the business, at such an adjourned meeting irrespective of the number of members attending.

**20. Disposal of business.**—(1) Every question, which may come up before the Board or the Standing Committee at any meeting, shall be decided by a majority of votes of the members present and voting on that question. No member shall vote by proxy.

(2) In the case of an equal division of votes, the Chairman or in his absence the Vice-Chairman or in the absence of both the member presiding shall have a second or casting vote.

**21. Proceedings of the meetings.**—(1) The minutes of the meetings of the Board or of the Standing Committee shall be kept in separate books (hereinafter referred to as Minute Books), and shall be signed by the Chairman or the Vice-Chairman or the member who presided at the meeting. Copies of such minutes showing, *inter-alia*, the names of the members present at the meeting shall be forwarded to each member of the Board and to the Central Government as soon as possible after every meeting.

(2) The minutes of each meeting shall be placed before the next meeting for confirmation.

**22. Powers of the Board.**—(1) The Board may by a resolution sanction any expenditure or authorise making of a contract involving expenditure from the funds placed at its disposal by the Central Government in performance of its functions under the Act:

Provided that the Board shall not sanction any expenditure or authorise making of a contract involving expenditure in excess of the budget allotment:

Provided further that the Board shall not enter into any contract involving an expenditure in excess of Rs. 20,000 and/or extending over a period of more than one year without prior sanction of the Central Government.

(2) The Board may incur expenditure outside India upto a maximum of Rs. 5,000 on each individual item:

Provided that this power of the Board shall not be delegated to the Standing Committee or the Chairman.

(3) Except as provided in the proviso to sub-rule (2) above the Board may delegate such powers as it may deem fit to the Chairman, Vice-Chairman or the Standing Committee.

**23. Powers of the Chairman.**—The Chairman may sanction an expenditure not exceeding Rs. 5,000 for any item of expenditure covered by budget estimates.

**24. Powers and duties of the Vice-Chairman.**—The powers and duties of the Vice-Chairman shall be—

- (i) to preside over the meetings of the Board or of the Standing Committee in the absence of the Chairman;
- (ii) to enter into contracts on behalf of the Board in accordance with the Act or the rules made thereunder or the general or special instructions of the Board or the Standing Committee or the Chairman;
- (iii) to exercise such other powers and to perform such other duties as the Chairman may deem fit to delegate to him.

**25. Powers and duties of the Standing Committee.**—The Standing Committee shall exercise such powers and perform such duties as the Board may delegate to the Committee:

Provided that such powers shall be exercised and duties performed in accordance with the directions or limitations, if any, as may be given or imposed through any resolution of the Board:

Provided further that all decisions of the Standing Committee shall be subject to the control of the Board which may cancel, suspend or modify, as it thinks fit, any such decision.

**26. Powers and duties of the Secretary.**—The Secretary will be the principal executive officer of the Board and will work under the general control of the Chairman and of the Board. His powers and duties shall be—

- (1) to implement all decisions taken by the Board or the Standing Committee;
- (2) to co-ordinate and supervise the work of the other officers and establishments of the Board;
- (3) to convene under the directions of the Chairman or the Vice-Chairman meetings of the Board and of the Standing Committee;
- (4) to maintain the Minute Books.
- (5) to furnish to the Central Government all reports and returns and other necessary documents required by the Act or the rules;
- (6) to administer the Provident Fund of the Board;
- (7) to prepare the budget estimates of the Board;
- (8) to sanction re-appropriation of grants under such powers as may be delegated by the Standing Committee and within such limits as may be prescribed by the Standing Committee;
- (9) to undertake such other duties and to exercise such other powers as may from time to time be entrusted or delegated to him by the Board or the Chairman.

**27. Other Officers of the Board.**—The Board may have such other staff as it may consider necessary and the duties of the staff shall be as prescribed by the Board.

**28. Salaries, allowances and conditions of service of officers and establishments of the Board.**—(1) Save as provided in Section 7 of the Act, all appointments to posts of officers and establishments in the service of the Board shall be made by the Board:

Provided that—

- (i) no post of which the maximum salary is Rs. 500 per mensem or more shall be created or filled without the previous sanction of the Central Government;
- (ii) the scales of pay and dearness allowance, travelling allowance and any other allowances applicable to the officers and establishments in the service of the Board shall be the same as those prescribed by the Central Government for Officers of similar status save in the case of officers and specialists appointed on contract. The Board may require at its discretion security from such of its employees and for such amounts as it thinks fit;
- (iii) Officers or specialists appointed on contract shall be entitled to leave and leave salary under the terms which may from time to time be made applicable to the Central Government servants on contract on similar salaries. Such officers shall be entitled to travelling allowance, dearness allowance or any other allowances as may from time to time be provided for officers drawing similar salaries under the Central Government.

(2) The Fundamental Rules and the Supplementary Rules of the Government of India shall apply to the grant of leave to officers and establishments in the service of the Board. Rule 9 of the Revised Leave Rules, 1933 shall apply to such members of the staff of the Board as remain in its service for a period exceeding one year and rule 10 shall be applicable to such members of the staff as remain in service for a period not exceeding one year.

*Explanation.*—The powers vested under the Rules referred to above in the President shall be exercised by the Chairman and those of the Heads of Departments by the Secretary.

(3) The Board may grant study leave to its employees in order to enable them to undertake study or research, or to obtain specialised training in scientific, technical or economic subjects connected with the silk industry on terms and conditions framed for this purpose. Such leave shall not be debited against the employee's leave account. Any employee of the Board, who is also a Government servant, shall be governed by the Study Leave Rules that would be applicable to him as a Government servant.

(4) (i) Service under the Board shall not qualify for any pension or gratuity from the funds of the Board. But the Board shall establish and maintain a Contributory Provident Fund for the benefit of its employees and require them to subscribe to the Fund. Any employee of the Board who is also a Government servant shall continue to be governed by the conditions of service in regard to pensions etc. which apply to him as a Government servant.

(ii) The Provident Fund shall be administered by the Secretary or any other officer authorised by the Chairman in this behalf.

(5) The Secretary may grant any leave in accordance with sub-rule (2) above to any member of the staff whose pay does not exceed Rs. 500. Leave for others shall require the sanction of the Chairman.

**29. Delegation of powers by the Board.**—(1) The Board may by resolution delegate to the Chairman or the Vice-Chairman or any officer of the Board, such of its powers under rule 28 as it deems fit.

(2) The authority empowered by the Board to appoint an officer or a member of the establishment in its service shall be competent to dismiss, suspend, promote or degrade such officer or member of the establishment. The procedure to be adopted in all cases of disciplinary action shall be governed by rules which obtain in Central Government offices with such modifications as may be necessary.

(3) The powers delegated by the Board under the rules shall be exercised subject to the control of the Board.

**30. The working year of the Board.**—The working year of the Board shall be the financial year, that is to say the period beginning from the 1st of April and ending with the thirty-first of March of the year following.

**31. Fees and allowances of members.**—(1) A non-official member of the Board or of the Standing Committee or of any other Committee of the Board, as the case may be, residing at the place where a meeting is held shall be allowed the actual expenditure incurred on conveyance subject to a maximum of Rs. 10 for each day on which he attends one or more meetings.

(2) A non-official member not resident at the place where a meeting is held, shall be allowed travelling and daily allowance in respect of the meetings which he attends under the same rules as obtain for Central Government officers of First Grade: Provided that—

(i) the daily allowance shall be at the rate of Rs. 15 per day; and

(ii) a member will be entitled to draw travelling allowance for air journey at the rate applicable for such journeys if he has actually travelled by air.

**NOTE.**—No travelling or daily allowance shall be admissible to a member unless he certifies that he has not drawn any travelling or daily allowance from any other source in respect of the journey and the halt for which the claim is made.

**32. Maintenance of accounts.**—The Secretary shall maintain or cause to be maintained accounts of receipts and expenditure under Section 12(1) of the Act. The accounts shall be maintained in Forms 1 to 11, as may be necessary.

**33. Heads of receipts.**—The receipts shall include all sums received by the Board during the year to which the accounts relate and shall be shown under the following heads;—

- (a) sums received by the Board by way of grant from the Central Government under Section 9(1) of the Act, or otherwise;
- (b) sums received by the Board by way of cess under Section 10 of the Act;
- (c) interest accrued on investments;
- (d) miscellaneous.

The opening balance shall be shown at the head of the account on the receipts side.

**34. Heads of expenditure.**—The expenditure shall be shown under the following heads or any other heads that may be decided upon by the Board from time to time:—

- (a) Officer's salaries and establishment charges;
- (b) travelling and other allowances;

- (c) stationery and printing charges;
- (d) postage and telegram charges;
- (e) grants-in-aid, made for purposes of development of the industry;
- (f) measures taken for promoting scientific and technological research, propaganda, etc.

**35. Maintenance of and operation upon Bank accounts and Investments of the funds of the Board.**—(1) All moneys accruing or payable to the funds of the Board, either by way of grants from the Central Government under section 9(1) of the Act, or by way of cess under section 10 of the Act, or accruing from any other source or sources, shall be received by the Secretary or such other officer as the Board or the Chairman may authorise in this behalf. The amount or amounts so received shall as soon as practicable be duly acknowledged by a receipt in Form 5 and deposited in the Reserve Bank of India or such scheduled bank, as may be approved for this purpose by the Central Government under Section 9(2) of the Act, to the account of the Board. All receipts should be credited to the account of the Board in the Bank and shall not be utilised to meet expenditure for any other purpose.

(2) The receipt-books in Form 5 shall be numbered serially by machine and the unused forms shall be kept in the custody of the Secretary or such other officer of the Board as may be authorised by the Board or by the Chairman in this behalf.

(3) All payments by or on behalf of the Board shall be made by cheques except for amounts not exceeding Rs. 100, which may be made in cash from the amount of imprest sanctioned for such purposes.

(4) Such cheques and all orders for making deposits or investments or for the withdrawal of the same or for the disposal in any other manner of the funds of the Board shall be signed by the Secretary or in his absence from headquarters by the Assistant Secretary or by any other officer authorised by the Chairman in this behalf.

(5) No payment shall be made out of the accounts of the Board unless the expenditure is covered by a budget grant, provided, however, that the Chairman may at his discretion authorise expenditure being incurred in anticipation of a budget grant.

(6) There shall be drawn from the Bank and placed at the disposal of the Secretary, a permanent advance of Rs. 700 to be recouped as required, and in any case at the end of each month, to meet petty expenditure of the office of the Board.

(7) The Secretary shall have powers to sanction expenditure of a miscellaneous or contingent nature up to an amount not exceeding Rs. 500 in each case. The Assistant Secretary shall have powers to sanction expenditure upto an amount not exceeding Rs. 50 in each case.

(8) All monetary transactions shall be entered in the cash book as soon as they occur and attested by the Secretary or any other officer, authorised by the Chairman, in token of check. The cash book shall be closed daily and completely checked by the Secretary, or the officer authorised by him in this behalf. At the end of each month the Secretary or the officer so authorised shall verify the cash book and the cash in hand and record a signed and dated certificate to that effect.

(9) All payments by the Board shall be made on bills or other documents duly prepared and passed by the Secretary or other officer authorised in this behalf. The paid vouchers shall be stamped "paid" or so cancelled that they cannot be used a second time. They should then be kept serially numbered and produced at the time of audit.

**36. Deposit in bank or investment in securities of surplus funds.**—(1) Any funds not required for current expenditure may be placed in fixed deposit with the Reserve Bank of India or any scheduled bank approved in this behalf by the Central Government, or invested in the name of the Board in any security in which trust property may lawfully be invested under the Indian Trust Act, 1882 (II of 1882).

(2) The placing of money in fixed deposit and the investment thereof and the disposal of money so placed or invested shall require the sanction of the Chairman.

**37. Audit of Accounts.**—(1) Accounts shall be made up for each financial year. These accounts shall be audited by such auditors as the Central Government may appoint under Section 12(2) of the Act. The audited statement of receipts and expenditure together with the auditors report thereon shall be submitted to the Central Government not later than the 31st of July following.

(2) An abstract statement of receipts and expenditure shall be published in the Gazette of India.

(3) The annual accounts shall be set out and produced by the Secretary before the auditors for scrutiny on or before the 31st of May each year following the close of the financial year to which they relate.

(4) The auditors shall have the power to disallow any item of expenditure which in their opinion has not been properly incurred for purposes of the Act. The Central Government may, under section 12(3) of the Act, and on the application of the Board allow any item of expenditure disallowed by the auditors.

(5) The cost of audit will be a charge on the funds of the Board.

**38. Borrowing funds from the Central Government.**—The Board may borrow funds from the Central Government for development work under conditions that may be applicable to such loans from the Central Government.

**39. Procedure for execution of Contracts.**—(1) The Board may enter into and perform all such contracts as it may consider necessary or expedient for carrying into effect the provisions of the Act, and in particular the provisions of section 4(2) of the Act.

(2) Every contract made under or for any purpose of the Act shall be made on behalf of the Board by the Chairman or the Secretary, provided that the prior sanction of the Standing Committee is obtained in respect of any contract involving an expenditure exceeding ten thousand rupees.

**40. Common seal and affixing of the same to contracts.**—(1) The Common Seal of the Board, as provided for in Section 4(2) of the Act, shall remain in the custody of Secretary. The seal shall not be affixed to any instrument except in the presence of the Chairman, Vice-Chairman or two members of the Standing Committee authorised in this behalf by the Chairman, and the chairman, vice-chairman or the said two members shall sign the contract in token of the fact that the same was sealed in his or their presence.

(2) The Common Seal shall not be affixed to any instrument except in the presence of the Secretary who shall also sign the instrument in token of the fact that the same was sealed in his presence.

(3) An instrument to which the Common Seal is duly affixed shall be legally binding on the Board.

(4) The draft of all contracts shall be submitted to the Solicitor General of India or any person nominated by him to act on his behalf for advice as to the correctness of their form.

**41. Preparation and submission of annual Budget Estimates.**—(1) The budget estimates of the Board for each financial year shall be prepared by the Secretary in such form as the Central Government may, from time to time, direct and shall be submitted by the Secretary with his recommendations to the Standing Committee for approval at a meeting of the Standing Committee to be held before the 15th of October of the preceding year.

(2) A copy of the budget estimates shall be sent to each member of the Standing Committee and of the Board by registered post at least 10 clear days before the meeting of the Standing Committee or the Board, at which these estimates are to be considered.

(3) The Standing Committee shall consider and approve the budget estimates with such changes as it may consider necessary.

(4) The budget estimates as approved by the Standing Committee shall be placed before the meeting of the Board to be held before the 15th of November of the preceding year.

(5) The budget estimates as passed by the Board shall be submitted to the Central Government not later than the 15th of November next following.



(6) It shall be open to the Central Government to make such alterations in the budget estimates as may be considered necessary before according approval.

**42. Supplementary estimate.**—The Standing Committee may cause a supplementary estimate to be prepared and submitted to the Board, if in respect of any financial year further expenditure is likely to be incurred. Every such supplementary estimate shall be considered and sanctioned by the Board and submitted to the Central Government in the same manner as if it were the original annual estimate, not later than the fifteenth of February of the financial year to which it relates. The provision of rule 41 shall, so far as it may, apply to such supplementary estimate.

**43. Re-appropriation.**—(1) If the Standing Committee finds in the course of the year that there is likely to be an excess of expenditure over the sanctioned budget estimate under any head, it shall examine the allotment under each head of the budget estimate with the object of discovering probable savings under any other head and effecting a re-appropriation. Where such re-appropriation is feasible, it may sanction the re-appropriation subject to such conditions as may be laid down by the Central Government from time to time.

(2) Funds shall not be re-appropriated to meet expenditure on a new service not contemplated in the budget estimates except with the prior approval of the Central Government.

**44. Sanction to expenditure not to be operative until appropriation of funds.**—A sanction to expenditure will not become operative until there has been an appropriation of funds under these rules to cover it.

**45. Submission of estimates regarding Government servants on the staff of the Board.**—The Secretary shall submit on due dates prescribed by the Central Government the usual estimates in respect of the Government servants working on the staff of the Board whose pay in the first instance will be debited to the general revenue for inclusion in the "demand for grants of the Central Government".

## CENTRAL SILK BOARD RULES

## APPENDIX

## FORM I

## CASH

## Receipts

Date	Item or Serial No.	From whom received	Particulars	Amount		Initials of responsible authority
				Cash	Bank	
			Opening Balance	Rs. A. P.	Rs. A. P.	
			Carried over			

## BOOK

## Disbursements

Date	Voucher or Serial No.	To whom paid	Particulars	Budget head to which de- bitable	Amount		Initials of responsible authority
					Cash	Bank	
				Brought forward	Rs. A. P.	Rs. A. P.	
				Carried over			



## FORM 3

## Classified Abstract of Receipts, 19 -19

Serial No.	Heads of Accounts	April		May		Progres- sive Total		Progres- sive Total	March		Progres- sive Total	Remarks
		Vr. No.	Amount	Vr. No.	Amount				Vr. No.	Amount		
			Rs. A. P.		Rs. A. P.					Rs. A. P.		

## Classified Abstract of Disbursements for

Serial No.	Head of Account	Original	Grant Modification during the course of the year		Final grant at the end of the year	Outlay to end of previous year brought forward	Transactions for the year					March			Remarks	
			Authority and particulars	Amount (addition or deduction)			April		May		Progressive Total	Vr. No.	Amount	Progressive Total		
							Vr. No.	Amount	Vr. No.	Amount						
		Rs. A. P.	Rs. a. p.	Rs. a. p.	Rs. a. p.			Rs. a. p.		Rs. a. p.	Rs. a. p.			Rs. a.	Rs. a. p.	



## FORM 5

## CENTRAL SILK BOARD

Receipt for Payments to the Board.

(Counterfoil)

Book No.

Receipt No.

Received from

Rs.

on account of

Cashier  
and  
AccountantSecretary,  
Central Silk Board.

Book No.

Receipt No.

Place

Received from

Rs. Rupees

Date 19

on account of

Cashier  
and  
AccountantSecretary,  
Central Silk Board.

Not Transferable

(Signature)

## FORM 6

Number of Cheque Books	Initials of the Secretary	Date of Completion	Dated initials of the Accountant for having received and examined the counterfoils

**FORM 7**  
*Register of Stock of Receipt Books*

Date	New Stock received						Issues				Balance in Stock				Remarks			
	From whom received	No. and date of the communication with which received	No. of books (each form) received	No. of receipt forms received.	Nos. borne by the books	Nos. borne by the receipt forms	To whom issued	No. of books issued	No. of forms issued	Nos. borne by the books	Nos. borne by the receipt forms	Dated initials of the Accountant	No. of books	No. of receipt forms		Nos. borne by the books	Nos. borne by the receipt forms	Initials of the Secretary

**FORM 8**  
*Register of Stock and Furniture*

Serial No.	Receipts			Issues							Balance of each item, after each transaction	Remarks
	Voucher No. & date	Particulars of stores and furniture	Value Rs. a. p.	Number or quantity	Date of issue	Orders	Number of quantity of issue	Amount, if any realised from sale	Date of credit in cash book	Dated initials of Acctt.		
								Rs. a. p.				





## FORM II

Annual Accounts for the year 19

19

Relating to the grant for, \_\_\_\_\_

## RECEIPTS

## PAYMENTS

Head of Account	Receipts during the year			Remarks	Grant						Payments				Excess or savings over net grants			Remarks
	Rs.	a.	P.		Original			Net			Head of Accounts	Expenditure ; during the year						
					Rs.	A.	P.	Rs.	A.	P.		Rs.	A.	P.				
OPENING Balance																		
								</										

II. Particulars of advances, permanent and temporary outstanding at the end of the year.

Particulars.

Amount

III. Particulars of securities, etc.

Particulars of securities.

Face value.

Purchase value.

Approximate market value.

V. Particulars of Closing Balance :—

Secretary,  
CENTRAL SILK BOARD.

## AUDIT CERTIFICATE.

Certified that the above accounts have been audited and found correct.

ACCOUNTANT-GENERAL.

## CENTRAL SILK BOARD

### Study Leave Rules

In exercise of the powers conferred by Rule 24(3) of the Central Silk Board Rules 1949, the following Rules have been made by the Central Silk Board with the approval of the Central Government, namely:—

1. (i) These Rules may be called the Central Silk Board Study Leave Rules.  
(ii) These Rules shall be deemed to have come into force with effect from the 1st April, 1949.
2. In these Rules the "Board" means the Central Silk Board constituted by the Central Silk Board Act, 1948 (Act No. LXI of 1948).
3. The following rules relate to study leave only. They are not intended to meet the case of persons deputed to other countries at the instance of Government and/or Board either for the performance of special duties imposed on them or for the investigation of specific problems connected with their duties. They are also not intended to cover the cases of persons selected by the Board for any special course of instructions, unless they happen to be Board employees and fulfil the other conditions as prescribed in the rules.
4. Extra leave on half average pay for the purpose of study leave may be taken either in or outside India. Study leave shall not ordinarily be granted to employees of Board of less than five years' permanent service or to an employee of the Board within three years of the date of his retirement.
5. The grant of study leave shall be made with due regard to the exigencies of work in the Board. In no case shall the grant of this leave, in combination with leave other than extraordinary leave or leave on medical certificate, involve an absence of over 28 months from a Board employee's regular duties or exceed two years in the whole period of a Board employee's service, nor should it be granted with such frequency as to remove him from contact with his regular work or to cause cadre difficulty owing to his absence on leave. A period of 12 months at one time should ordinarily be regarded as a suitable maximum, and should not be exceeded save for exceptional reasons.
6. An employee of the Board whose study leave is combined with any other kind of leave should be required to take his period of study leave at such a time as to retain, at its conclusion, a balance of other previously sanctioned leave sufficient to cover the period spent in returning to duty.
7. When a Board employee has been granted a definite period of study leave and finds subsequently that his course of study will fall short of the sanctioned period to any considerable extent, his absence from duty should be reduced by the excess period of study leave unless he is allowed to take it as ordinary leave.
8. A study allowance shall be granted for the period spent in prosecuting a definite course of study at a recognised institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study. The rates of study allowance shall be determined on the basis of the rates fixed by Government of India from time to time for its employees for study in the United Kingdom, United States of America and on the continent of Europe and also in Japan, China or any other country as may be considered necessary. The rates to be granted for study in other countries, including India, will in each case be specially considered by the Board in consultation with the Government of India. In no case will subsistence allowance be granted in addition to study allowance and ordinarily travelling allowance will not be paid but in exceptional cases claims will be considered on their merits by the Board.
9. Study allowance will be admissible up to 14 days for any period of vacation. A period during which a Board employee interrupts his course for his own convenience cannot be considered as vacation. Study allowance may be given at the discretion of the Board for any period up to fourteen days at one time during which a Board employee is prevented by sickness duly certified by a medical practitioner from pursuing the sanctioned course of study. In the case of a Board employee retiring from service without returning to duty after a period of study leave the study allowance will be forfeited. The study leave of the Board employee will be converted into ordinary leave to the extent of ordinary leave admissible under the rules of the Board standing to his credit at the date of

retirement. Any balance of the period of study leave mentioned above which cannot be so converted will be excluded in reckoning service for Contributory Provident Fund.

10. Employees of the Board granted study leave are ordinarily required to meet the cost of fees paid for courses of study. In exceptional cases the Board will be prepared to consider proposals that such fee should be paid by the Board.

11. On completion of a course of study a certificate on the proper form together with certificates of examinations passed or of special study, which should show the dates of commencement and termination of the course, with any remarks by the Instructor, shall be forwarded to the Board. The study allowance will be payable in the manner to be prescribed by the Board from time to time on claims supported by proper certificates of attendance.

12. Study leave will count as service for promotion, Contributory Provident Fund but not for leave. It will not affect any leave which may already be due to a Board employee. It will count as extra leave on half average pay and will not be taken into account in reckoning the aggregate amount of leave on half average pay taken by the Board employee towards the maximum period admissible under the rules of the Board.

13. During study leave a Board employee will draw half average pay as admissible to Government servants of corresponding status in terms of Rule 24(2) of the Central Silk Board Rules.

14. All applications for study leave shall be referred to the Standing Committee of the Board for sanction.

#### **Central Silk Board Contributory Provident Fund Rules**

In exercise of the powers conferred by Rule 24(4) (i) of the Central Silk Board Rules, 1949, the following Rules have been made by the Central Silk Board with the approval of the Central Government namely:—

1. (i) These Rules may be called the Central Silk Board Contributory Provident Fund Rules.

(ii) These Rules shall be deemed to have come into force from the 1st April, 1949.

#### **2. In these Rules—**

(a) "Board" means the Central Silk Board constituted by the Central Silk Board Act, 1948 (Act No. LXI of 1948).

(b) "Chairman" means the Chairman of the Board.

(c) "Standing Committee" means the Standing Committee of the Board.

(d) "Secretary" means the Secretary of the Board for the time being, and shall include an Acting Secretary.

(e) "Act" means the Central Silk Board Act, 1948 (Act No. LXI of 1948).

(f) "Fund" means the Central Silk Board Contributory Provident Fund.

(g) "Family" means—

(i) in the case of a male subscriber, the wife or wives and children of the subscriber; and the widow or widows and children of a deceased son of the subscriber;

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary laws of the community to which she belongs, to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate unless the subscriber subsequently indicates by express notification in writing to the Secretary that she shall continue to be so regarded;

(ii) in case of a female subscriber, the husband and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber;

Provided that if a subscriber by notification in writing to the Secretary expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a

member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

NOTE I.—'Children' means legitimate children.

NOTE II.—An adopted child shall be considered to be a child when the Secretary or, if any doubt arises in the mind of the Secretary, the Board, is satisfied that under the personal law of the subscriber adoption is legally recognised as conferring the status of a natural child, but in this case only.

(h) "Employee" means Officer, office staff, technical staff and menial staff of the Board, other than those whose salary is paid from Contingencies.

(j) "Emoluments" means pay, leave salary or subsistence grant as defined in the Fundamental Rules and includes (a) any wages paid by the Board to employees not remunerated by fixed monthly pay, (b) any remuneration of the nature of pay received in respect of foreign service, and (c) if a subscriber is on deputation, the emoluments which he would have drawn had he not been on deputation, shall for the purposes of these Rules be deemed to be emoluments drawn on duty.

(k) "Leave" means any variety of leave recognised by the Fundamental Rules.

(l) "Subscriber" means a member of the Fund.

(m) "Year" means a financial year, i.e., to say the period beginning from the 1st April and ending with the 31st March of the year following.

2. (2) Any other expression employed in these rules which is defined either in the Provident Funds Act, 1925 (XIX of 1925), or in the Fundamental Rules is used in the sense therein defined.

3. *Constitution and Management of the Fund.*—The fund shall be administered by the Secretary and shall be maintained in India in rupees.

4. (1) These Rules shall apply to every employee of the Board, who:—

(a) has been admitted before these Rules came into force to the benefits of a special or Contributory Provident Fund maintained by Government, except the State Railway Provident Fund, or

(b) is required by these Rules or permitted to subscribe to the Fund.

(2) Subject to the Provisions of sub-rule (1), subscription to the Fund shall be compulsory on all Board employees who are in receipt of a basic salary exceeding Rs. 30/- per month, except in such cases as may be specifically excluded by the Board on the ground that the employee is not likely to remain in service for three years:

Provided that a temporary employee whose term of employment in the first instance is for less than three years may be permitted by the Chairman to subscribe to the Fund on the understanding:—

(i) that the Board's contribution and interest thereon will be provisional in the first instance and in the event of the employee's services being terminated for any reason whatsoever within three years of the commencement thereof, will be liable to be completely withheld, and

(ii) that, subject to the above modification, he shall be bound by these Rules.

(3) If an employee of the Board admitted to the benefit of the Fund was previously a subscriber to a Government or Semi-Government (except State Railway) Contributory Provident Fund, the amount of his subscriptions in the Contributory Provident Fund, together with interest thereon, shall be transferred to his credit in the Fund with the sanction of the Standing Committee.

5. *Nomination.*—(1) A subscriber shall, as soon as may be after joining the Fund, send to the Secretary a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable, or having become payable, has not been paid:

Provided that if, at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

(2) If a subscriber nominates more than one person under sub-rule (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(3) Every nomination shall be in such one of the Forms set forth on the First Schedule as is appropriate in the circumstances.

(4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Secretary:

Provided that the subscriber shall along with such notice send a fresh nomination made in accordance with the provisions of this rule.

(5) A subscriber may provide in a nomination—

- (a) in respect of any specified nominee that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person as may be specified in the nomination;
- (b) that the nomination shall become invalid in the event of the happening of a contingency specified therein; provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

(6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-rule (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub-rule (5) or the proviso thereto, the subscriber shall send to the Secretary a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of this rule.

(7) Every nomination made, and every notice of cancellation given, by a subscriber, shall to the extent that it is valid, take effect on the date on which it is received by the Secretary.

6. *Subscriber's Accounts.*—An account shall be opened in the name of each subscriber, in which shall be credited:—

- (i) the subscriber's subscriptions;
- (ii) contributions made under rule 10 by the Board to his account;
- (iii) interest, as provided by rule 11, on subscriptions; and
- (iv) interest, as provided by rule 11, on contributions.

7. *Conditions and Rates of Subscriptions.*—(1) Every subscriber shall subscribe monthly to the Fund when on duty or foreign service, or on deputation.

(2) A subscriber may, at his option, not subscribe during leave.

(3) The subscriber shall intimate his election not to subscribe during leave in the following manner:—

- (a) If he is an officer who draws his own pay bills, by making no deduction on account of subscription in his first pay bill drawn after proceeding on leave;
- (b) If he is not an officer who draws his own pay bills, by written communication to the Secretary before he proceeds on leave.

Failure to make due and timely intimation shall be deemed to constitute an election to subscribe.

The option of a subscriber intimated under this sub-rule shall be final.

(4) A subscriber who has under rule 16 withdrawn the amount of subscription and interest thereon, shall not subscribe to the Fund after such withdrawals unless and until he returns to duty.

8. (1) "The amount of subscription shall be fixed by the Subscriber himself subject to the condition that the sum so fixed does not fall below  $6\frac{1}{2}$  per cent. of his emoluments."

(2) For the purposes of sub-rule (1) the emoluments of a subscriber shall be:

- (a) in the case of a subscriber who was in service of the Board on the 31st March of the preceding year, the emoluments to which he was entitled on that date: provided as follows:—
  - (i) if the subscriber was on leave on the said date and elected not to subscribe during such leave or was under suspension on the said date, his emoluments shall be the emoluments to which he was entitled on the first day after his return to duty;
  - (ii) if the subscriber was on deputation out of India on the said date or was on leave on the said date and continues to be on leave and has elected to subscribe during such leave, his emoluments shall be the emoluments to which he would have been entitled had he been on duty in India;
  - (iii) If the subscriber joined the Fund for the first time on a day subsequent to the said date, his emoluments shall be the emoluments to which he was entitled on such subsequent date.
- (b) In the case of a subscriber who was not in service of the Board on the 31st March of the preceding year, the emoluments to which he was entitled on the first day of his service or, if he joined the Fund for the first time on a date subsequent to the first day of his service the emoluments to which he was entitled on such subsequent date.

Provided that, if the emoluments of the subscriber are of a fluctuating nature, they shall be calculated in such manner as the Secretary may direct.

(3) The subscriber shall intimate the fixation of the amount of his monthly subscription in each year in the following manner:—

- (a) if he was on duty on the 31st March of the preceding year by deduction which he makes in this behalf from his pay bill for that month;
- (b) if he was on leave on the 31st March of the preceding year and elected not to subscribe during such leave; or was under suspension on that date, by the deduction which he makes in this behalf from his first pay bill after his return to duty;
- (c) if he has entered service of the Board for the first time during the year, by the deduction which he makes in this behalf, from his pay bill for the month during which he joins the Fund;
- (d) if he was on leave on the 31st March of the preceding year, and continues to be on leave and has elected to subscribe during such leave; or if he was on foreign service on the 31st March of the preceding year, by the deduction which he causes to be made in this behalf from his salary bill for that month;
- (g) if his emoluments are of the nature referred to in the proviso to sub-rule (2), in such manner as the Secretary may direct.

(4) A subscriber shall be permitted to increase the rate of subscription to the Contributory Provident Fund at any time once in the course of a year.

8A. When a subscriber is transferred to foreign service or sent on deputation out of India he shall remain subject to the rules of the Fund in the same manner as if he were not so transferred or sent on deputation.

9. *Realisation of Subscription.*—The subscriber shall forward his dues monthly to the Secretary by deduction in his pay bill. When a subscriber is on foreign service or on deputation, he shall remit the subscription in cash to the Secretary so as to reach him before the 5th of each month immediately following the month for which the subscription is due.

10. *Contribution by the Board.*—(1) The Board shall, with effect from the 31st March of each year, make a contribution to the account of each subscriber:

Provided that if a subscriber quits the service or dies during a year, contribution shall be credited to his account for the period between the close of the preceding year and the date of the casualty.

(2) The contribution shall be 6½ per cent. of the subscriber's emoluments drawn on duty during the year or period as the case may be.

(3) If a subscriber is on deputation out of India the emoluments which he would have drawn had he been on duty in India shall, for the purposes of this rule, be deemed to be emoluments drawn on duty.

(4) The amount of any contribution payable in respect of a period of foreign service shall, unless it is recovered from the foreign employer, be recovered by the Board from subscriber.

(5) Should the subscriber elect to subscribe during leave, his leave salary shall, for the purposes of this rule, be deemed to be emoluments drawn on duty.

(6) The amount of contribution payable shall be rounded to the nearest whole rupee (eight annas counting as the next higher rupee).

11. *Interest.*—(1) The Board shall pay to the credit of the account of a subscriber interest, at such rate as the Government of India may from time to time prescribe for the payment of interest on subscriptions to the General Provident Fund maintained for Government servants, on the amount at his credit in the Fund.

(2) Interest shall be credited with effect from the 31st March of each year in the following manner:—

- (i) on the amount at the credit of a subscriber on the 31st March of the preceding year, less any sums withdrawn during the current year interest for twelve months.
- (ii) on sums withdrawn during the current year—interest from the 1st April of the current year up to the last day of the month preceding the month of withdrawal.
- (iii) on all sums credited to the subscriber's account after the 31st March of the preceding year—interest from the date of deposit up to the 31st March of the current year.
- (iv) the total amount of interest shall be rounded to the nearest whole rupee (eight annas counting as the next higher rupee).

Provided that when the amount standing at the credit of a subscriber has become payable, interest shall thereupon be credited under this sub-rule in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be, up to the date on which the amount standing at the credit of the subscriber becomes payable.

(3) For the purposes of this rule the date of deposit shall in the case of recoveries from emoluments, be deemed to be the first day of the month in which they are recovered and in the case of amount forwarded by the subscriber, shall be deemed to be the first day of the month of receipt, if they are received by the Secretary before the fifth day of that month, or if they are received on or after the fifth day of that month, the first day of the next succeeding month.

(4) In addition to any amount to be paid under rule 19, interest thereon up to the end of the month preceding that in which payment is made, or up to the sixth month after the month in which such amount became payable, whichever of these periods be less, shall be payable to the person to whom such amount is to be paid:

Provided that no interest shall be paid in respect of any period after the date which the Secretary has intimated to that person (or his agent) as the date, on which he is prepared to make payment in cash, or if he pays by cheque after the date on which the cheque in that person's favour is put in the post.

(5) Interest shall not be credited to the account of a Muhammadan subscriber if he informs the Secretary that he does not wish to receive it, but if he subsequently asks for interest it shall be credited with effect from the 1st April of the year in which he asks for it.

(6) The interest on amounts which, under rule 15 or rule 17 are replaced at the credit of the subscriber in the Fund, shall be calculated at such rates as may be successively prescribed under sub-rule (1) of this rule and so far as may be in the manner prescribed in this rule.

12. *Advances from the Fund.*—A temporary advance may be granted to a subscriber from the amount standing to his credit in the Fund at the discretion of the Secretary subject to the following conditions:—

- (a) No advance shall be granted unless the Secretary is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expanded on the following object or objects and not otherwise:—
  - (i) to pay expenses incurred in connection with the prolonged illness of the applicant or any person actually dependent on him;
  - (ii) to pay for the overseas passage for reasons of health or education of the applicant of any person actually dependent on him;
  - (iii) to pay obligatory expenses on a scale appropriate to the applicant's status in connection with marriages, funerals or ceremonies which by his religion it is incumbent on him to perform.
- (b) An advance shall not, except for special reasons, exceed three months' pay, and shall in no case exceed the amount of subscriptions and interest thereon standing at the credit of the subscriber in the Fund.
- (c) An advance shall not, except for special reasons, be granted until at least twelve months after the final repayment of all previous advances together with interest thereon, unless the amount already advanced does not exceed two-thirds of the amount admissible under clause (b).
- (d) The Secretary shall record in writing his reason for granting the advance:

Provided that if the reason of a confidential nature it may be communicated to the Secretary personally and/or confidentially.

13. (1) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the Secretary may direct, but such number shall not be less than twelve unless the subscriber so elects, or in any case more than twenty-four. A subscriber, may, at his option, make repayments in a smaller number of instalments than that prescribed. Each instalment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such instalments.

(2) Recovery shall be made in the manner provided in rule 9 for the realisation of subscriptions and shall commence on the first occasion after the advance is made on which the subscriber draws emoluments, other than leave salary or subsistence grant, for a full month. Recoveries shall not be made, except with the subscriber's consent, while he is on leave or in receipt of subsistence grant, and may be postponed by the Secretary during the recovery of an advance of pay granted to the subscriber.

(3) If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.

(4) (a) After the principal of the advance has been fully repaid, interest shall be paid thereon at the rate of one-fifth per cent. of the principal for each month or broken portion of a month during the period between the drawal and complete re-payment of the principal:

Provided that Muhammadan subscribers whose deposits in the Fund carry no interest shall not be required to pay into the Fund any additional instalments on account of interest on advances granted to them from the Fund.

(b) Interest shall ordinarily be recovered in one instalment in the month after complete re-payment of the principal, but if the period referred to in clause (a) exceeds twenty months, interest may, if the subscriber so desires, be recovered in two equal monthly instalments. The method of recovery shall be that provided in sub-rule (2). Payment shall be rounded to the nearest whole rupee, eight annas counting as the next higher rupee.

(5) Recoveries made under this rule shall be credited, as they are made, to the account of the subscriber in the Fund.

14. Notwithstanding anything contained in these rules, if the Secretary is satisfied that money drawn as an advance from the Fund under rule 12 has been utilised for purpose other than that for which sanction was given to the drawal of the money, the amount in question shall, with interest at the rate provided in rule 11, forthwith be repaid by the subscriber to the Fund, or, in default, be ordered to be recovered by deductions in one sum from the emoluments of the subscriber, even if he be on leave. If the total amount to be repaid be more than half the subscriber's emoluments recoveries shall be made in



monthly instalments or moieties of his emoluments till the entire amount recoverable be repaid.

*Note.*—The term 'emoluments' as used in this rule does not include subsistence grant.

15. *Circumstances in which accumulations are payable.*—When a subscriber quits the service, the amount standing to his credit in the Fund, shall subject to any deduction under rule 18, become payable to him:

Provided that a subscriber, who has been dismissed from the service and is subsequently re-instated in the service shall, if required to do so by the Secretary repay any amount paid to him from the Fund in pursuance of this rule, with interest thereon at the rate provided in rule 11 in a manner provided in the proviso to rule 16. The amount so repaid shall be credited to his account in the Fund, the part which represents the Board's contribution with the interest thereon, being accounted for in the manner provided in rule 6.

16. When a subscriber—

(a) has proceeded on leave preparatory to retirement or

(b) while on leave, has been permitted to retire or declared by competent medical authority to be unfit for further service;

the amount of subscriptions and interest thereon standing to his credit in the fund shall, upon application made by him in that behalf to the Secretary, become payable to the subscriber:

Provided that the subscriber, if he returns to duty, shall if required to do so by the Secretary repay to the Fund, for credit to his account, the whole or part of any amount paid to him from the Fund in pursuance of this rule, with interest thereon at the rate provided in rule 11 in cash or securities, or partly in cash and partly in securities by instalments or otherwise by recovery from his emoluments or otherwise, as the Secretary may direct.

17. Subject to any deduction under rule 18, on the death of a subscriber before the amount standing to his credit has become payable, or, where the amount has become payable before payment has been made:—

(i) When a subscriber leaves a family—

(a) if a nomination made by the subscriber in accordance with the provisions of rule 5 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination;

(b) if no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares:

Provided that no share shall be payable to—

(1) sons who have attained legal majority;

(2) sons of a deceased son who have attained legal majority;

(3) married daughters whose husbands are alive;

(4) married daughters of deceased son whose husbands are alive;

if there is any member of the family other than those specified in clauses (1), (2), (3) and (4):

Provided also that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clauses (1) of the first proviso.

*Notes.*—Any sum payable under rules to a member of the family of a subscriber vests in such member under sub-section (2) of section 3 of the Provident Funds Act, 1925.

(ii) when the subscriber leaves no family, if a nomination made by him in accordance with the provisions of rule 5, in favour of any person or persons

subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

*Note 1.*—When a nominee is a dependent of the subscriber as defined in clause (c) of section 2 of the Provident Funds Act, 1925, the amount vests in such nominee under sub-section (2) of section 3 of that Act.

*Note 2.*—When the subscriber leaves no family and no nomination made by him in accordance with the provision of rule 5 subsists; or if such nomination relates only to part of the amount standing to his credit in the Fund, the relevant provision of clause (b) and sub-clause (ii) of clause (c) of sub-section (1) of section 4 of the Provident Funds Act, 1925, are applicable to the whole amount or the part thereof to which the nomination does not relate.

**18 Deductions.**—Subject to the condition that no deduction may be made which reduces the credit by more than the amount of any contribution by the Board with interests thereon credited under rules 10 and 11, before the amount standing to the credit of a subscriber in the Fund is paid out of the Fund, the Secretary may direct the deduction therefrom and payment to the Board of:—

(a) any amount, if a subscriber has been dismissed from the service for grave misconduct;

Provided that, if the order of dismissal is subsequently cancelled, the amount so deducted shall on his re-instatement in the service, be replaced at his credit in the Fund;

(b) any amount, if a subscriber resigns his employment under the Board within three years of the commencement thereof, otherwise than by reason of superannuation or a declaration by competent medical authority that he is unfit for further service;

(c) any amount, due under a liability incurred by the subscriber to the Board.

**19. Payment.**—(1) When the amount standing to the credit of a subscriber in the Fund or the balance thereof after any deduction under rule 18, becomes payable, it shall be the duty of the Secretary after satisfying himself, when no such deduction has been directed under that rule, that no deduction is to be made, to make payment as provided in section 4 of the Provident Funds Act, 1925.

(2) If the person to whom, under these rules, any amount is to be paid is lunatic for whose estate a manager has been appointed in this behalf under the Indian Lunacy Act, 1912, the payment will be made to such manager, and not to the lunatic.

(3) Any person who desires to claim payment under this rule shall send a written application in that behalf to the Secretary. Payment of amounts withdrawn shall be made in India only. The persons, to whom the amounts are payable shall make their own arrangements to receive payment in India.

*Note.*—When the amount standing to the credit of a subscriber has become payable under Rule 15, 16 or 17, the Secretary, shall effect prompt payment of that portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt, the balance being adjusted as soon after as may be.

**20. Procedure.**—All sums paid into the Fund under these rules shall be credited in the books of the Board to an account named "The Central Silk Board Contributory Provident Fund." A "deposit account" shall be opened for this purpose with the Imperial Bank of India, Bombay to be operated on in such manner as the Chairman may direct. Sums of which payment has not been taken within six months after they become payable under these rules shall be transferred to "Deposits" after the 31st March of the year and treated under ordinary rules relating to deposits.

**21.** When paying a subscription either by deduction from emoluments or in a cash, a subscriber shall quote the number of his account in the Fund, which shall be communicated to him by the Secretary. Any change in the number shall similarly be communicated to the subscriber by the Secretary.

**22. (1)** As soon as possible after the 31st March of each year the Secretary shall send to each subscriber a statement of his account in the Funds, showing the opening balance as on the 1st April of the year, the total amount credited or debited during the year, the total amount of interest credited as on the 31st March of the year and the closing balance on that date. The Secretary shall attach to the statement of account an enquiry whether the subscriber—

(a) desires to make any alteration in any nomination made under rule 5;

(b) has acquired family (in case where the subscriber has made no nomination) in favour of a member of his family under sub-rule (1) of rule 5.

(2) Subscribers should satisfy themselves as to the correctness of the annual statement, and errors should be brought to the notice of the Secretary within six months from the date of receipt of the statement.

(3) The Secretary shall, if required by a subscriber, once but not more than once, in a year, inform the subscriber of the total amount standing to his credit in the Fund, at the end of last month for which his account has been written up.

23. All applications under these rules shall be addressed to the Secretary.

### FIRST SCHEDULE

#### Rule 5(3)

#### FORMS OF NOMINATION

I. When the subscriber has a family and wishes to nominate one member thereof:—

I hereby nominate the person mentioned below, who is a member of my family as defined in Rule 2 of the Central Silk Board Contributory Provident Fund Rules, to receive the amount that may stand to my credit in the Fund, in the event of my death before the amount has become payable, or having become payable has not been paid:—

Name and Address of Nominee.

Relationship with subscriber.

Age.

Contingencies on the happening of which the nomination shall become invalid.

Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_  
at \_\_\_\_\_ Signature of subscriber.  
Two Witnesses to signature.

1.

2.

II. When the subscriber has a family and wishes to nominate more than one member thereof:—

I hereby nominate the persons mentioned below, who are members of my family as defined in rule 2 of the Central Silk Board Contributory Provident Fund Rules, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner, shown below against their names:

Name and Address of Nominee.

Relationship with subscriber.

Age.

Amount or Share accumulations to be paid to each.\*

Contingencies on the happening of which the nomination shall become invalid.

Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.

\*NOTE.—This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_  
at \_\_\_\_\_

Signature of subscriber..

Two Witnesses to signature.

1.

2.

III. When the subscriber has no family and wishes to nominate one person:—

I having no family as defined in rule 2 of the Central Silk Board Contributory Provident Fund Rules, hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Fund, in the event of my death, before that amount has become payable, or having become payable has not been paid:—

Name and Address of Nominee.

Relationship with subscriber.

Age.

\*Contingencies on the happening of which the nomination shall become invalid.

Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_  
at \_\_\_\_\_

Signature of subscriber..

Two Witnesses to signature.

1.

2.

\*NOTE.—Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

IV: When the subscriber has no family and wishes to nominate more than one person:—

I having no family as defined in rule 2 of the Central Silk Board Contributory Provident Fund Rules, hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the Fund in the event of my death, before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names.

Name and Address of Nominee.

Relationship with subscriber.

Age.

Amount or Share of accumulations to be paid to each.\*

\*\*Contingencies on the happening of which the nomination shall become invalid.

Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.

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Dated this	day of	19
at		
Signature of subscriber.		
Two Witnesses to signature.		
1.		
2.		

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\*NOTE.—This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

\*\*NOTE.—Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

[No. 23 (60-CTB/53.)]

A. K. CHAKRAVARTY, Under Secy.

